

COMMUNICATIVE ARTS

A Selected Bibliography



DISTRIBUTION STATEMENT A
Approved for Public Release
Distribution Unlimited

20030710 025

U.S. Army War College Library

June 2003

PREFACE

The U.S. Army War College Library presents *Communicative Arts: A Selected Bibliography*, now in its seventeenth revised edition, as an invitation for you to enjoy the wealth of resources available in our library which will help you improve your ability to communicate.

Like the earlier versions, this annual bibliography lists references for materials that will provide skills, techniques, and approaches you may need to effectively express your ideas. The bibliography's categories reflect the four major communication behaviors—reading, writing, listening, and speaking—as well as an additional section on critical thinking and research methods.

Although we urge you to take advantage of the entire bibliography, **notice we have highlighted a few entries under each category so you can quickly focus on the area you would most like to strengthen.** Designed specifically for self-instruction, these materials will help you develop your communicative skills at your own pace.

All the items included in this bibliography are available in the U.S. Army War College Library. For your convenience, we have added our call numbers at the end of each entry. (Call numbers indicate the item's shelf location.)

This bibliography is also available on the Internet through our Library's web site:
<<http://www.carlisle.army.mil/library>>.

For additional information, please contact the Research and Information Services Branch, U.S. Army War College Library by sending an e-mail message to <libraryr@carlisle.army.mil> or by phoning (717) 245-4280.

Virginia C. Shope, compiler

COMMUNICATIVE ARTS

A Selected Bibliography

CONTENTS

Reading	1
Writing	2
Listening	7
Speaking	10
Critical Thinking and Research Methods	18

READING

- Acker, David D. "Reading Skills." In *Skill in Communication: A Vital Element in Effective Management*, 65-69. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)
- Badke, William B. "Learning How to Read for Research." In *Research Strategies: Finding Your Way through the Information Fog*, 109-24. San Jose: Writers Club Press, 2000. 181pp. (Z710 .B12 2000)
- Barnet, Sylvan, and Hugo Bedau, eds. *Critical Thinking, Reading, and Writing: A Brief Guide to Argument*, 4th ed. Boston: Bedford/St. Martin's, 2002. 526pp. (PE1431 .C63 2002)
- Evelyn Wood Reading Dynamics: For Speed, Comprehension, and Retention. Chicago: American Learning Corporation, 1988. Includes: 1 workbook and 6 audio cassettes. (CASSETTE LB1050.54 .W55 1988)**
- Green, Marguerite. "Rapid Retrieval of Information: Reading Aloud with a Purpose." *Journal of Adolescent & Adult Literacy* 41 (December 1997-January 1998): 306-07. (ProQuest)
- How to Teach Students to Listen and Read Well*. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 min. (VIDEO LB1025.2 .H6 no.2)
- Kesselman-Turkel, Judi, and Franklynn Peterson. "Skim for Your Answers." In *Research Shortcuts*, 77-78. Chicago: Contemporary Books, 1982. 112pp. (LB2369 .K45 1982)
- Kump, Peter. *Breakthrough Rapid Reading*, rev. ed. Paramus: Prentice Hall, 1999. 276pp. (LB1050.54 .K86 1999)**
- Locke, Lawrence F., Stephen J. Silverman, and Waneen W. Spirduso. *Reading and Understanding Research*. Thousand Oaks: Sage, 1998. 240pp. (Q180 .A1L63 1998)
- Markline, Judy, Rose Hawkins, and Bob Isaacson. *Thinking on Paper: A Reading-Writing Process Workbook*, 4th ed. Fort Worth: Holt, Rinehart and Winston, 1999. 303pp. (PE1413 .M37 1999)
- Ridderhof, Phillip J. "Thinking Out of the Box: Reading Military Texts from a Different Perspective." *Naval War College Review* 55 (Autumn 2002): 83-95. (Periodical)
- Salembier, George B. "Scan and Run: A Reading Comprehension Strategy That Works." *Journal of Adolescent & Adult Literacy* 42 (February 1999): 386-94. (ProQuest)
- Scheele, Paul R. *The PhotoReading Whole Mind System*. Wayzata: Learning Strategies, 1993. 1 vol. (LB1050.54 .S34 1993)
- Speed Learning*. Mount Laurel: Learn Inc., 1989. Includes: 4 audio cassettes, 3 books, 4 paperbacks, and 1 answer key. (CASSETTE LB1050.54 .S6 1989)

Speed Reading. Developed by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 audio cassette, 1 workbook, and 2 videocassettes, 177 min. (VIDEO LB1050.54 .M53 1990)

Speed Reading, by Steve Moidel. Boulder: CareerTrack, 1990. Includes: 1 study guide and 6 audio cassettes. (CASSETTE LB1050.54 .M53 1990)

Squire, James R., ed. "Writing to Reinforce Reading Comprehension." In *Writing*, 121-74. Bloomington, IN: Phi Delta Kappa, Center on Evaluation, Development, and Research, 1987. 264pp. (LB1575.8 .W741 1987)

WRITING

Aaron, Jane E. *The Essential Handbook for Writers*. New York: HarperPerennial, 1994. 153pp. (PE1112 .A24 1994)

Acker, David D. "Writing Skills." In *Skill in Communication: A Vital Element in Effective Management*, 19-26. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)

Adams, Michael. *The Writer's Mind: Making Writing Make Sense*. Lanham: University Press of America, 1993. 320pp. (PE1408 .A316 1993)

Barnet, Sylvan, and Hugo Bedau, eds. *Critical Thinking, Reading, and Writing: A Brief Guide to Argument*, 4th ed. Boston: Bedford/St. Martin's, 2002. 526pp. (PE1431 .C63 2002)

Barzun, Jacques. *Simple & Direct: A Rhetoric for Writers*, rev. ed. Chicago: University of Chicago Press, 1994. 291pp. (PE1408 .B311 1994)

Barzun, Jacques, and Henry F. Graff. "Writing, Speaking, and Publishing." Part 2 in *The Modern Researcher*, 5th ed. San Diego: Harcourt Brace Jovanovich, 1992. 409pp. (D13 .B334 1992)

Bates, Jefferson D. *Writing with Precision: How to Write So That You Cannot Possibly Be Misunderstood*, 6th ed., completely rev. & updated. Reston: Acropolis Books, 1993. 285pp. (PE1479 .B87B37 1993)

Booher, Dianna D. *E-Writing: 21st-Century Tools for Effective Communication*. New York: Pocket Books, 2001. 387pp. (HE7551 .B66 2001)

Booher, Dianna D. *Would You Put That in Writing? How to Write Your Way to Success in Business*, rev. ed. New York: Facts on File, 1992. 147pp. (HF5718.3 .B66 1992)

Brohaugh, William. *Write Tight: How to Keep Your Prose Sharp, Focused and Concise*. Cincinnati: Writer's Digest Books, 1993. 195pp. (PN151 .B78 1993)

- Business Writing Skills*. Debra Smith, instructor. Boulder: CareerTrack, 1989. Includes: 1 workbook and 2 videocassettes, 170 min. (VIDEO HF5721 .S53 1989)
- Business Writing Skills*, by Debra Smith. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE HF5721 .S53 1988)
- Cantor, Jeffrey A. *A Guide to Academic Writing*. Westport: Praeger, 1993. 183pp. (PN146 .C33 1993)
- Chan, Janis F., and Diane Lutovich. *Professional Writing Skills: A Self-Paced Training Program*. San Anselmo: Advanced Communication Designs, 1991. 203pp. (HF5718.3 .C483 1991)
- Collins, John M. "Writing Tips: Starting Points That Help Deliver the Message." *Army* 48 (May 1998): 12-13. (Periodical)
- Corbett, Edward P.J. *The Little English Handbook: Choices and Conventions*, 5th ed. Glenview: Scott, Foresman, 1987. 272pp. (REF PE1408 .C592 1987)
- Corporate Classrooms. Prentice Hall's Get a Grip on Grammar: Language Skills for Today's Business World.** Englewood Cliffs: Prentice Hall, 1992. 1 loose-leaf vol. (PE1479 .B87P73 1992)
- Crews, Frederick C. *The Random House Handbook*, 6th ed. New York: McGraw-Hill, 1992. 764pp. (PE1408 .C715 1992)
- Davidson, Wilma. *Business Writing: What Works, What Won't*, rev. ed. New York: St. Martin's Griffin, 2001. 300pp. (HF5718.3 .D37 2001)
- Effective Writing for Executives*. New York: Time Life Video, 1980. Includes: 1 trainer's manual and 6 videocassettes, 60 min. each. (VIDEO PE1408 .E441 1980)
- Einstein, Charles. *How to Communicate: The Manning, Selvage & Lee Guide to Clear Writing and Speech*. New York: McGraw-Hill, 1985. 116pp. (PE1628 .E35 1985)
- Ellsworth, Blanche, and John A. Higgins. *English Simplified*, 9th ed. New York: Pearson Education/Addison Wesley Longman, 2001. 64pp. (PE1112 .E43 2001)
- Executive Writing, Speaking, and Listening Skills*, by Brook Taliaferro. New York: AMACOM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)**
- Fearing, Bertie E., and W. Keats Sparrow, eds. *Technical Writing: Theory and Practice*. New York: Modern Language Association of America, 1989. 176pp. (T11 .T21 1989)
- Flesch, Rudolf F., and A.H. Lass. *A New Guide to Better Writing*. New York: Warner Books, 1982. 302pp. (PE1112 .F57 1982)

- Fryxell, David A. "How *Not* to Write a Sentence." *Writer's Digest* 75 (February 1995): 62-63. (Periodical)
- Heyworth, Gregory, and Rosette Liberman. *The Writing and Revision Stylebook*. New Haven: Cooper Hill Press, 2000. 444pp. (PE1408 .H49 2000)
- Hodges, John C., et al. *Harbrace College Handbook*, 11th ed. San Diego: Harcourt Brace Jovanovich, 1990. 576pp. (PE1112 .H6 1990)
- Holtje, James. *Manager's Lifetime Guide to the Language of Power*. Paramus: Prentice Hall, 1997. 528pp. (HF5718 .H65 1997)
- Hudson, Richard. *English Grammar*. New York: Routledge, 1998. 128pp. (PE1112 .H817 1998)
- If You Can Talk, You Can Write*, by Joel Saltzman. Auburn: Audio Partners, 1999. Includes: 2 audio cassettes. (CASSETTE PN145 .S191 1999)
- Ivers, Mitchell. *The Random House Guide to Good Writing*. New York: Random House, 1991. 239pp. (PN151 .I94 1991)
- Johnson, Edward D. *The Handbook of Good English*, rev. and updated. New York: Facts on File, 1991. 427pp. (PE1112 .J54 1991)
- Joseph, Albert. *Executive Guide to Grammar*, 3d ed. Cleveland: International Writing Institute, 1987. 157pp. (PE1115 .J67 1987)
- Kane, Thomas S. *The New Oxford Guide to Writing*. New York: Oxford University Press, 1994. 327pp. (PE1408 .K27 1994)
- Kaye, Sanford. *Writing Under Pressure: The Quick Writing Process*. New York: Oxford University Press, 1989. 190pp. (PN151 .K38 1989)
- Kirszner, Laurie G., and Stephen R. Mandell. *The Holt Handbook*, 5th ed. Fort Worth: Harcourt Brace College Pub., 1999. 1 vol. (PE1408 .K57 1999)
- Lamb, Sandra E. *How to Write It: A Complete Guide to Everything You'll Ever Write*. Berkeley: Ten Speed Press, 1998. 333pp. (HF5720 .L36 1998)
- Lanham, Richard A. *Revising Prose*, 3d ed. New York: Macmillan, 1992. 123pp. (PE1421 .L297 1992)
- Lasch, Christopher. *Plain Style: A Guide to Written English*, ed. Stewart Weaver. Philadelphia: University of Pennsylvania Press, 2002. 121pp. (PE1408 .L37 2002)

- McIntosh, William A. *Guide to Effective Military Writing*, 2d ed. Mechanicsburg: Stackpole, 1994. 239pp. (UB163 .M36 1994)
- Merriam-Webster, Inc. *Webster's Business Writing Basics*. Springfield: Federal Street Press, 2001. 400pp. (HF5718.3 .W21 2001)
- Meyer, Harold E. *Lifetime Encyclopedia of Letters*, rev. and expanded. Paramus: Prentice Hall, 1996. 453pp. Includes: CD-ROM disc. (PE1483 .M49 1996)
- Murray, Donald M. *Write to Learn*, 7th ed. Fort Worth: Harcourt College Pub., 2002. 320pp. (PE1408 .M79 2002)
- Myers, Alfred S. *Letters for All Occasions*, rev. ed. New York: HarperPerennial, 1993. 195pp. (PE1483 .M9 1993)
- O'Conner, Patricia T. *Words Fail Me: What Everyone Who Writes Should Know about Writing*. New York: Harcourt Brace, 1999. 230pp. (PN147 .O26 1999)
- Pinckert, Robert C. *Pinckert's Practical Grammar: A Lively, Unintimidating Guide to Usage, Punctuation, and Style*. Cincinnati: Writer's Digest Books, 1986. 232pp. (PE1408 .P534 1986)
- Put It in Writing*, self-study ed., by Joseph Albert. Cleveland: International Writing Institute, 1989. Includes: 1 manual and 1 videocassette, 90 min. (VIDEO PE1115 .J68 1989)**
- Reinking, James A., Jane E. Hart, and Andrew W. Hart. *Improving College Writing: A Book of Exercises*. New York: St. Martin's Press, 1981. 459pp. (PE1413 .R44)**
- Roman, Kenneth, and Joel Raphaelson. *Writing That Works: How to Improve Your Memos, Letters, Reports, Speeches, Resumes, Plans, and Other Business Papers*, 2d ed., rev., enl., and updated. New York: HarperPerennial, 1992. 149pp. (PE1479 .B87R65 1992)
- Rosenberg, Arthur D., and David V. Hizer. *The Resume Handbook: How to Write Outstanding Resumes & Cover Letters for Every Situation*, 3d ed. Holbrook: Adams Media, 1996. 144pp. (HF5383 .R631 1996)
- Ross-Larson, Bruce C. *Edit Yourself: A Manual for Everyone Who Works with Words*. New York: Norton, 1996. 109pp. (PE1460 .R57 1996)
- Ross-Larson, Bruce C. *Powerful Paragraphs*. New York: Norton, 1999. 107pp. (PE1439 .R67 1999)
- Ross-Larson, Bruce C. *Stunning Sentences*. New York: Norton, 1999. 94pp. (PE1441 .R67 1999)

- Ross-Larson, Bruce C. *Writing for the Information Age: Light, Layered, and Linked*. New York: Norton, 2002. 1 vol. (PE1408 .R67 2002)
- Sabin, William A. *The Gregg Reference Manual*, 9th ed. New York: Glencoe/McGraw-Hill, 2001. 610pp. (PE1479 .B87S23 2001)
- Saltzman, Joel. *If You Can Talk, You Can Write*. New York: Warner Books, 1993. 190pp. (PN145 .S19 1993)
- Schwartz, Marilyn. *Guidelines for Bias-Free Writing*. Bloomington: Indiana University Press, 1995. 100pp. (PE1460 .S47 1995)
- Smith, Michael H. *The Resume Writer's Handbook*, 2d ed. New York: HarperPerennial, 1993. 208pp. (HF5383 .S63 1993)
- Stockard, Olivia. *The Write Approach: Techniques for Effective Business Writing*. San Diego: Academic Press, 1999. 190pp. (HF5718.3 .S764 1999)
- Strunk, William, Jr., and E.B. White. *The Elements of Style*, 3d ed. New York: Macmillan, 1979. 92pp. (PE1421 .S8 1979)
- Theibert, Philip R. *Business Writing for Busy People*. Franklin Lakes: Career Press, 1996. 204pp. (HF5718.3 .T48 1996)
- Trimmer, Joseph F. *Writing with a Purpose*, 10th ed. Boston: Houghton Mifflin, 1992. 610pp. (PE1408 .M23 1992)
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996. 308pp. (LB2369 .T8 1996)
- US Air Force. "The Quill." In *The Tongue and Quill*, 131-212. Air Force Handbook 33-337. Washington: US Air Force, 30 June 1997. 296pp. (PN187 .T66 1997)
- US Air University. *Air University Style Guide for Writers & Editors*. Maxwell Air Force Base: Air University Press, January 2001. 126pp. Available from <<http://www.maxwell.af.mil/au/aul/aupress/Resources/style/austylgd.pdf>>. Internet. Accessed 11 June 2003.
- US Department of the Army. *Personnel—General: Effective Writing for Army Leaders*. Pamphlet 600-67. Washington: US Department of the Army, 2 June 1986. 12pp. (Mil. Pubs.)
- US Joint Forces Staff College. *The Force of Words: The Joint Forces Staff College Guide to Publishing*. JFSC Pub 2. Norfolk: US Joint Forces Staff College, 2002. 108pp. (U428 .A6B14 2002)
- Van Wicklen, Janet. *The Tech Writer's Survival Guide: A Comprehensive Handbook for Aspiring Technical Writers*. New York: Checkmark Books, 2001. 269pp. (T11 .V36 2001)

- Venolia, Jan. *Rewrite Right! Your Guide to Perfectly Polished Prose*, 2d ed. Berkeley: Ten Speed Press, 2000. 189pp. (PE1479 .B87V46 2000)
- Venolia, Jan. *Write Right! A Desktop Digest of Punctuation, Grammar, and Style*, 4th ed. Berkeley: Ten Speed Press, 2001. 209pp. (PE1112 .V4 2001)
- Weiss, Edmond H. *100 Writing Remedies: Practical Exercises for Technical Writing*. Phoenix: Oryx, 1990. 177pp. (PE1413 .W515 1990)
- Williams, Joseph M. *Style: Ten Lessons in Clarity and Grace*, 6th ed. New York: Longman, 2000. 309pp. (PE1421 .W54 2000)
- Woods, Peter. *Successful Writing for Qualitative Researchers*. New York: Routledge, 1999. 158pp. (LB2369 .W66 1999)
- The Write Course*. Dallas: Dallas County Community College District, 1984. Includes: 30 half-hour programs on 8 videocassettes. (VIDEO PE1408 .W74 1984)**
- "Writing with Confidence." Part 4 in *The Articulate Executive: Orchestrating Effective Communication*, 131-69. Boston: Harvard Business School Press, 1993. 264pp. (HD30.3 .A78 1993)
- Written Communication Skills: A Training Package*, by Elaine Cogan. Chicago: American Institute of Certified Planners, 1989. Includes: 1 audio cassette. (CASSETTE HF5718.3 .W63 1989)

LISTENING

- Acker, David D. "Listening Skills." In *Skill in Communication: A Vital Element in Effective Management*, 57-62. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)
- Adler, Mortimer J. *How to Speak, How to Listen*. New York: Macmillan, 1983. 280pp. (P95 .A26 1983)
- Applied Learning Australasia. *Negotiating for a Positive Outcome*. Sydney: Applied Learning Australasia, 1994. Includes: 1 CD-ROM disc, 3 guides, and 3 handouts. (HD58.6 .N43 1994)
- Are You Really Listening?* Lake Orion, MI: Britannica, 1987. Includes: 1 guide and 1 videocassette, 15 min. (VIDEO HD30.3 .A62 1987)**
- Barker, Larry L. *Listening Behavior*. Englewood Cliffs: Prentice-Hall, 1971. 154pp. (BF323 .L5B35)
- Blodgett, Paul C. "Six Ways to Be a Better Listener." *Training & Development* 51 (July 1997): 11-12. (Periodical)

- Borisoff, Deborah, and Michael Purdy, eds. *Listening in Everyday Life: A Personal and Professional Approach*. Lanham: University Press of America, 1991. 324pp. (P95.46 .L57 1991)
- Burley-Allen, Madelyn. *Listening: The Forgotten Skill: A Self-Teaching Guide*, 2d ed. New York: Wiley, 1995. 194pp. (BF323 .L5B87 1995)
- Covey, Stephen R. "Empathic Listening." In *The Seven Habits of Highly Effective People*, 239-43. New York: Simon & Schuster, 1989. 358pp. (BF637 .S8C681 1989)
- Crapo, Harold B., Jr. "Forging Partnerships through Listening, Understanding, and Leadership." *Air Force Journal of Logistics* 20 (Summer-Fall 1996): 20-21, 23. (Periodical)
- Decker, Bert. "Opening the Gate." In *You've Got to Be Believed to Be Heard*, 189-205. New York: St. Martin's Press, 1992. 300pp. (P95 .D4 1992)
- Deep, Samuel D., and Lyle Sussman. "Twelve Techniques to Improve Your Listening." In *Smart Moves*, 9-11. Reading, MA: Addison-Wesley, 1990. 247pp. (HF5549.5 .C6D37 1990)
- DeVito, Joseph A. "Listening." In *Human Communication: The Basic Course*, 6th ed., 76-95. New York: Harper Collins College Pub., 1994. 1 vol. (P90 .D485 1994)
- DeVito, Joseph A. "Perception and Listening." In *Essentials of Human Communication*, 44-75. New York: Harper Collins College Pub., 1993. 368pp. (P90 .D48 1993)
- Effective Listening*, by Kevin J. Murphy. New York: Sound Ideas, 1988. 1 audio cassette. (CASSETTE BF323 .L3M87 1988)
- Elgin, Suzette H. "Listening." Chap. 4 in *How to Disagree without Being Disagreeable: Getting Your Point Across with the Gentle Art of Verbal Self-Defense*, 61-74. New York: Wiley, 1997. 190pp. (BF637 .V47E44 1997)
- Executive Writing, Speaking, and Listening Skills*, by Brook Taliaferro. New York: AMA-COM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)**
- Flanagan, E.M., Jr. "Before the Battle—Listening: 'An Acquired Art.'" *Army* 43 (August 1993): 51-52. (Periodical)
- Haskell, Robert E. *Deep Listening: Uncovering the Hidden Meanings in Everyday Conversation*. Cambridge: Perseus, 2001. 222pp. (BF637 .C45H37 2001)
- How to Communicate Effectively: Listen Actively*. Chicago: National Educational Media, 1990. 1 videocassette, 17 min. (VIDEO HD30.3 .H58 1990)
- How to Listen Powerfully*, with Ron Meiss. Boulder: CareerTrack, 1990. Includes: 1 workbook and 2 videocassettes, 164 min. (VIDEO BF323 .L5H58 1990)**

***How to Listen Powerfully: Reduce Misunderstandings, Sharpen Your Concentration, and Hear More of What People Are Saying*, by Brian Battles. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE BF323 .L5B37 1988)**

How to Speak, How to Listen, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audio cassette. (CASSETTE P95 .A26 1984)

How to Teach Students to Listen and Read Well. Presented by Richard W. Paul. Santa Rosa: Foundation for Critical Thinking, 1993. 1 videocassette, 56 min. (VIDEO LB1025.2 .H6 no.2)

***The Jones-Mohr Listening Test*, by John E. Jones and Lawrence Mohr. LaJolla: University Associates, 1976. Includes: 1 audio cassette, 1 facilitator's guide, and 2 test forms. (CASSETTE BF323 .L5J64)**

Kaye, Kenneth. "The Art of Listening." *HR Focus* 71 (October 1994): 24. (Periodical)

Kline, John A. *Listening Effectively*. Maxwell Air Force Base: Air University Press, April 1996. 59pp. (BF323 .L5K55 1996)

"Learning to Listen." Part 2 in *The Articulate Executive: Orchestrating Effective Communication*, 29-81. Boston: Harvard Business School Press, 1993. 264pp. (HD30.3 .A78 1993)

"Listen Your Way to Better Management." Quiz. *Supervisory Management* 38 (May 1993): 7-8. (Periodical)

"Listening—More Than Just Hearing." *Officers' Call* (November-December 1990): 10-11. (Periodical)

Powell, Jon T. "Stress Listening: Coping with Angry Confrontations." *Personnel Journal* 65 (May 1986): 27-30. (Periodical)

The Power of Listening, rev. ed. Carlsbad: CRM Films, 1988. Includes: 1 leader's guide and 1 videocassette, 20 min. (VIDEO BF323 .L5P58 1988)

Qubein, Nido R. "Stop, Look—and Listen." Chap. 9 in *How to Be a Great Communicator: In Person, on Paper, and on the Podium*, 95-106. New York: Wiley, 1997. 249pp. (PN4121 .Q39 1996)

See especially pp. 105-106: "How Good Is Your LQ [Listener Quality]?"

Rasberry, Robert W., and Laura F. Lemoine. "Listening: Hearing and Understanding What Other People Say." In *Effective Managerial Communication*, 148-77. Boston: Kent, 1986. 484pp. (HD30.3 .R37 1986)

Singer Management Institute. *Managing for Productivity: How to Improve Listening Skills*. Chicago: Singer Management Institute, 1982. Includes: 40 slides, 2 audio cassettes, 16 transparencies, 2 posters, 1 trainer's guide, and 1 workbook. (KIT BF323 .L5M36)

- Steil, Lyman K., Larry L. Barker, and Kittie W. Watson. *Effective Listening: Key to Your Success*. New York: McGraw-Hill, 1993. 155pp. (HD30.3 .S75 1993)
- Swets, Paul W. "Learn the Listening Art." In *The Art of Talking So That People Will Listen: Getting through to Family, Friends, and Business Associates*, 37-51. New York: Simon & Schuster, 1992. 188pp. (BF637 .C45S87 1983)
- Tubbs, Stewart L., and Sylvia Moss. "Listening." In *Human Communication*, 7th ed., 140-63. New York: McGraw-Hill, 1994. 557pp. (P90 .T78 1994)
- Verbal Communication: The Power of Words*, rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 min. (VIDEO P90 .V428 1992)
- Walton, Donald. "Listening." In *Are You Communicating? You Can't Manage Without It*, 21-65. New York: McGraw-Hill, 1989. 244pp. (P90 .W24 1989)
- Weaver, Carl H. *Human Listening: Processes and Behavior*. Indianapolis: Bobbs-Merrill, 1972. 170pp. (BF323 .L5W4)

SPEAKING

- Acker, David D. "Speaking Skills." In *Skill in Communication: A Vital Element in Effective Management*, 29-36. Fort Belvoir: Defense Systems Management College, 1990. 128pp. (HF5718 .A4 1990)
- Ailes, Roger. *You Are the Message: Secrets of the Master Communicators*. Homewood: Dow Jones-Irwin, 1988. 185pp. (P95 .A35 1988)
- Arch, Dave. *Showmanship for Presenters: 49 Proven Training Techniques from Professional Performers*. San Francisco: Jossey-Bass/Pfeiffer, 1995. 139pp. (HF5549.5 .T7A718 1995)
- Be Prepared to Sell*, by Toastmasters International. Mill Valley: Kantola Productions, 1991. Includes: 1 study guide and 1 videocassette, 24 min. (VIDEO HF5438 .B2 1991)
- Be Prepared to Speak: The Step-by-Step Video Guide to Public Speaking*. San Francisco: Kantola-Skeie Productions, 1985. Includes: 1 study guide and 1 videocassette, 27 min. (VIDEO PN4121 .B2 1985)**
- Beall, Paul R. *Pass the Word: The Art of Oral Communication*, ed. and rev. by Helen Beall. Manhattan: Sunflower University Press, 1993. 68pp. (P95 .B4 1993)
- Booher, Dianna D. *Communicate with Confidence! How to Say It Right the First Time Every Time*. New York: McGraw-Hill, 1994. 413pp. (HF5718 .B654 1994)

Braude, Jacob M. *Complete Speaker's and Toastmaster's Library*, 2d ed. Paramus: Prentice Hall, 1992. 4 vols. (PN4121 .B681 1992 v.1 thru v.4)

Bravo! What a Presentation! American Management Association presentation. Carlsbad: CRM Films, 1985. Includes: 1 leader's guide and 1 videocassette, 16 min. (VIDEO PN4121 .B62 1985)

Brown, Lillian. *Your Public Best: The Complete Guide to Making Successful Public Appearances in the Meeting Room, on the Platform, and on TV*. New York: Newmarket Press, 1989. 223pp. (HM263 .B685 1989)

Buckley, F. Reid. *Strictly Speaking: Reid Buckley's Indispensable Handbook on Public Speaking*. New York: McGraw-Hill, 1999. 336pp. (PN4121 .B81 1999)

Burgoon, Judee K., David B. Buller, and William G. Woodall. *Nonverbal Communication: The Unspoken Dialogue*, 2d ed. New York: McGraw-Hill, 1996. 535pp. (BF637 .N66B87 1996)

Carnegie, Dale. *The Quick & Easy Way to Effective Speaking*. A revision by Dorothy Carnegie of *Public Speaking and Influencing Men in Business*, by Dale Carnegie. New York: Pocket Books, 1977. 221pp. (PN4121 .C38 1977)

Caroselli, Marlene. *The Language of Leadership*. Amherst: Human Resource Development Press, 1990. 255pp. (PN4121 .C275 1990)

Carrington-Musci, John. *The Presentation Handbook: How to Prepare Dynamic Technical and Non-Technical Presentations Like a Pro*. Saratoga: R&E, 1991. 164pp. (HF5718.22 .C37 1991)

***Confident Public Speaking*, by Roko Paskov. Boulder: CareerTrack, 1988. Includes: 4 audio cassettes. (CASSETTE PN4121 .P17 1988)**

***Confident Public Speaking*, by Roko Paskov. Boulder: CareerTrack, 1992. Includes: 2 videocassettes, 174 min. (VIDEO PN4121 .P17 1992)**

Cooper, Morton. *Change Your Voice, Change Your Life: A Quick, Simple Plan for Finding and Using Your Natural, Dynamic Voice*. New York: Barnes & Noble, 1985. 180pp. (PN4162 .C65 1985)

Decker, Bert. *You've Got to Be Believed to Be Heard*. New York: St. Martin's Press, 1992. 300pp. (P95 .D4 1992)

Detz, Joan. *Can You Say a Few Words?* New York: St. Martin's Press, 1991. 182pp. (PN4121 .D38 1991)

Detz, Joan. *How to Write and Give a Speech*, rev. and updated ed. New York: St. Martin's Press, 1992. 204pp. (PN4121 .D388 1992)

- DeVito, Joseph A. *The Elements of Public Speaking*, 5th ed. New York: Harper Collins College Pub., 1994. 491pp. (PN4121 .D389 1994)
- Dimbleby, Richard, and Graeme Burton. *More Than Words: An Introduction to Communication*, 3d ed. New York: Routledge, 1998. 275pp. (P90 .D56 1998)
- DiResta, Diane. "Grace Under Pressure: Managing the Q&A." *Training & Development* 50 (May 1996): 21-22. (Periodical)
- Donahue, Elinor. "The Eight Fold Path to Better Speeches: Clarity, Power and Purpose." *Vital Speeches of the Day* 61 (15 August 1995): 669-72. (Periodical)
- Dyer, Frederick C. *Executive's Guide to Effective Speaking and Writing*. Englewood Cliffs: Prentice-Hall, 1962. 240pp. (PN4121 .D9)
- The Effective Speaker*. Santa Ana: Toastmasters International, 1980. Includes: 6 audio cassettes. (CASSETTE PN4121 .E4 1980)
- Ehrlich, Eugene H., and Raymond Hand, Jr. *NBC Handbook of Pronunciation*, 4th ed., rev. & updated. Cambridge: Harper & Row, 1984. 539pp. (REF PE1137 .E52 1984)
- Ehrlich, Henry. *Writing Effective Speeches*. New York: Paragon House, 1992. 214pp. (PN4142 .E37 1992)
- Eisenson, Jon. *Voice and Diction: A Program for Improvement*, 7th ed. Boston: Allyn and Bacon, 1997. 436pp. (PN4197 .E37 1997)
- Elsea, Janet G. "Strategies for Effective Presentations." *Personnel Journal* 64 (September 1985): 31-33. (Periodical)
- Elster, Charles H. *The Big Book of Beastly Mispronunciations: The Complete Opinionated Guide for the Careful Speaker*. Boston: Houghton Mifflin, 1999. 426pp. (PE1137 .E56 1999)
- Executive Writing, Speaking, and Listening Skills*, by Brook Taliaferro. New York: AMA-COM, 1975. Includes: 6 audio cassettes and 1 workbook. (CASSETTE HF5718 .T3)**
- Felton, Keith S. *Warriors' Words: A Consideration of Language and Leadership*. Westport: Praeger, 1995. 196pp. (PN4193 .P6F45 1995)
- Fletcher, Leon. *How to Speak Like a Pro*. New York: Ballantine Books, 1983. 261pp. (PN4121 .F53 1983)
- Francis, Charles. "How to Stop Boring Your Audience to Death: Databases, Anecdotes, and Humor." *Vital Speeches of the Day* 62 (February 1996): 283-85. (Periodical)

- Fuller, Linda K. "Your Guide to Overcoming Speaking Anxieties." Part 1 in *Communicating Comfortably: Your Guide to Overcoming Speaking and Writing Anxieties*, 1-83, by Linda K. Fuller and Lilless M. Shilling. Amherst: Human Resource Development Press, 1990. 205pp. (PN4121 .F84 1990)
- Gilbert, Frederick. "The Technical Presentation." *Armed Forces Comptroller* 35 (Fall 1990): 43-45. (Periodical)
- Griffin, Jack. *How to Say It Best: Choice Words, Phrases, & Model Speeches for Every Occasion*. Englewood Cliffs: Prentice Hall, 1994. 339pp. (PN4121 .G72 1994)
- Hannaford, Peter. "Why Off the Cuff Is Off the Mark." *Nation's Business* 72 (May 1984): 28-29. (Periodical)
- Hensley, Carl W. "Speak with Style and Watch the Impact: Make Things Happen." *Vital Speeches of the Day* 61 (1 September 1995): 701-04. (Periodical)
- Heyman, Richard D. *Why Didn't You Say That in the First Place? How to Be Understood at Work*. San Francisco: Jossey-Bass, 1997. 183pp. (HD30.3 .H49 1997)
- Hoff, Ron. *"I Can See You Naked:" A New Revised Edition of the National Bestseller on Making Fearless Presentations*. Kansas City: Andrews and McMeel, 1992. 326pp. (PN4121 .H456 1992)
- Holliday, Micki. *Secrets of Power Presentations*, 2d ed. Franklin Lakes, NJ: Career Press, 2000. 305pp. (HF5718.22 .H64 2000)
- Holtje, James. *Manager's Lifetime Guide to the Language of Power*. Paramus: Prentice Hall, 1997. 528pp. (HF5718 .H65 1997)
- How to Speak, How to Listen*, by Mortimer J. Adler. Greenwich, CT: Listen USA!, 1984. 1 audio cassette. (CASSETTE P95 .A26 1984)
- Humes, James C. *Speak Like Churchill, Stand Like Lincoln: 21 Powerful Secrets of History's Greatest Speakers*. Roseville: Prima, 2002. 208pp. (PN4129.15 .H86 2002)
- Humes, James C. *Standing Ovation: How to Be an Effective Speaker and Communicator*. New York: Harper & Row, 1988. 219pp. (PN4021 .H86 1988)
- Hutton, James E. "Military Speechwriting and Public Speaking." *News from the Front!* (November-December 1997): 19-22. (Periodical)
- Jacobi, Jeffrey. *The Vocal Advantage*. Englewood Cliffs: Prentice Hall, 1996. 238pp. Includes: 1 audio cassette. (PN4121 .J23 1996)
- Kaplan, Burton. *The Manager's Complete Guide to Speech Writing*. New York: Free Press, 1988. 174pp. (PN4142 .K36 1988)

- Kausal, B.A. "Thoughts on Oral Proposals: Dusting Off an Old Technique." *Program Manager* 27 (September-October 1998): 22-26. (Periodical)
- Kelly, Charles M. "SMR Forum: Effective Communications—Beyond the Glitter and Flash." *Sloan Management Review* 26 (Spring 1985): 69-74. (Periodical)
- Kline, John A. *Speaking Effectively: A Guide for Air Force Speakers*. Maxwell Air Force Base: Air University Press, December 1989. 72pp. (PN4121 .K67 1989)
- Knapp, Mark L., and Judith A. Hall. *Nonverbal Communication in Human Interaction*, 3d ed. Fort Worth: Holt Rinehart and Winston, 1992. 507pp. (BF637 .N66K63 1992)
- Kogan, Marcela. "Speaking Out." *Government Executive* 33 (July 2001): 67-73. (Periodical)
- Leathers, Dale G. *Successful Nonverbal Communication: Principles and Applications*, 3d ed. Boston: Allyn and Bacon, 1997. 436pp. (BF637 .C45L435 1997)
- Lee, Carolyn J. "Effective Speaking and Presentation: Selling Ideas, Gathering Support, Motivating Audiences." *Program Manager* 30 (January-February 2001): 32-35. (Periodical)
- McCarthy, Edward H. *Speechwriting: A Professional Step-by-Step Guide for Executives*. Dayton: Executive Speaker, 1989. 121pp. (PN4142 .M34 1989)
- McGinty, Sarah. "How You Speak Shows Where You Rank." *Fortune* 137 (2 February 1998): 156. (Periodical)
- McGlynn, Mary. "Microphones: What You Don't Know Can Hurt You." *Armed Forces Comptroller* 35 (Spring 1990): 35-36. (Periodical)
- Malouf, Doug. *How to Be the Best Speaker in Town*. Warriewood, NSW: Business & Professional Pub., 1995. 156pp. (PN4121 .M25 1995)
- Mambert, W.A. *Effective Presentation*, 2d ed. New York: Wiley, 1985. 309pp. (PN4121 .M319 1985)
- Marsh, Patrick O. *Persuasive Speaking: Theory, Models, Practice*. New York: Harper & Row, 1967. 446pp. (PN4121 .M3)
- Martin, Dick. *The Executive's Guide to Handling a Press Interview*, rev. ed. New York: Pilot Books, 1985. 47pp. (HD59 .M28 1985)
- Monkhouse, Bob. *Just Say a Few Words: The Complete Speaker's Handbook*. New York: Evans, 1991. 189pp. (PN4121 .M575 1991)
- Mooney, William, and Donald J. Noone. *ASAP: The Fastest Way to Create a Memorable Speech*. New York: Barron's, 1992. 170pp. (PN4121 .M586 1992)

- Murray, Elwood, Gerald M. Phillips, and J. David Truby. *Speech: Science-Art*. Indianapolis: Bobbs-Merrill, 1969. 271pp. (PN4121 .M579)
- Nadeau, Ray E. *A Basic Rhetoric of Speech-Communication*. Reading, MA: Addison-Wesley, 1969. 291pp. (PN4121 .N33)
- National Communication Association. *Quarterly Journal of Speech*. Annandale: National Communication Association. Library has February 1999 to date. (Periodical)
- Nickerson, Stephanie. "Breaking the Language Barrier." *Training & Development* 49 (February 1995): 45-46. (Periodical)
- Noonan, Peggy. *Simply Speaking: How to Communicate Your Ideas with Style, Substance, and Clarity*. New York: ReganBooks, 1998. 212p. (PN4121 .N66 1998)
- Paulson, Lynda R. *The Executive Persuader: How to Be a Powerful Speaker*. Napa: SSI, 1991. 170pp. (PN4121 .P316 1991)
- Peak, Martha H. "Public Speaking for Fun and Profit." *Management Review* 80 (April 1991): 51-53. (Periodical)
- Pearce, Terry. *Leading Out Loud: The Authentic Speaker, the Credible Leader*. San Francisco: Jossey-Bass, 1995. 174pp. (HD57.7 .P4 1995)
- Peoples, David A. *Presentations Plus: David Peoples' Proven Techniques*, rev. ed. New York: Wiley, 1997. 288pp. (HF5718.22 .P44 1997)
- Plotnik, Arthur. *The Elements of Expression: Putting Thoughts into Words*. New York: Holt, 1996. 225pp. (P95 .P6 1996)
- Prochnow, Herbert V. *The Complete Toastmaster: A New Treasury for Speakers*. New York: Prentice Hall Press, 1986. 354pp. (PN4193 .A3P71 1986)
- Prochnow, Herbert V., and Herbert V. Prochnow, Jr. *The Public Speaker's Treasure*, 4th ed. New York: Harper & Row, 1986. 623pp. (REF PN4193 .ISP711 1986)
- Proodian, Ralph. "Public Speaking." In *The Wall Street Journal on Management: The Best of the Manager's Journal*, ed. David Asman and Adam Meyerson, 24-26. Homewood: Dow Jones-Irwin, 1985. 246pp. (HD31 .W33 1985)
- Qubein, Nido R. *How to Be a Great Communicator: In Person, on Paper, and on the Podium*. New York: Wiley, 1997. 249pp. (PN4121 .Q39 1996)
- Rasberry, Robert W., and Laura F. Lemoine. "Presentation Speaking in Business: A Four-Part Process." In *Effective Managerial Communication*, 178-210. Boston: Kent, 1986. 484pp. (HD30.3 .R37 1986) See also pp. 435-46: "Appendix A: Sample Speeches."

- Ryan, Halford R., ed. *Oratorical Encounters: Selected Studies and Sources of Twentieth-Century Political Accusations and Apologies*. New York: Greenwood Press, 1988. 329pp. (PN4193 .P6O68 1988)
- St. John, Walter D. "Plain Speaking." *Personnel Journal* 64 (June 1985): 82-90. (Periodical)
- St. John, Walter D. "You Are What You Communicate." *Personnel Journal* 64 (October 1985): 40-43. (Periodical)
- Schäffner, Christina, ed. *Analysing Political Speeches*. Philadelphia: Multilingual Matters, 1997. 89pp. (PN4193 .P6A53 1997)
- Segerstråle, Ullica, and Peter Molnár, eds. *Nonverbal Communication: Where Nature Meets Culture*. Mahwah: Lawrence Erlbaum, 1997. 309pp. (BF637 .N66N55 1997)
- Shelby, Roger. *The Executive's Lifetime Library of Model Speeches for Every Situation*. Armonk: Sharpe Professional, 1999. 562pp. (PN6122 .S58 1999)
- The Sound of Your Voice: The Essential Program for Communicating Confidently and Clearly*, by Carol Fleming. New York: Simon & Schuster Audio, 1992. Includes: 4 audio cassettes. (CASSETTE PN4162 .F54 1992)
- Speak Up with Confidence*. Chatsworth: National Educational Media, 1985. Includes: 3 videocassettes, 30 min. each. (VIDEO PN4121 .S67 1985)**
- Speaking Effectively, to One or One Thousand*, rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 guide and 1 videocassette, 24 min. (VIDEO PN4121 .S654 1992)
- "Speaking of Speaking...." *Training & Development* 46 (April 1992): 19-27. (Periodical)
- "Speaking with Authority." *Training & Development Journal* 42 (August 1988): 14-18. (Periodical)
- Stone, Douglas, Bruce Patton, and Sheila Heen. *Difficult Conversations: How to Discuss What Matters Most*. New York: Penguin Books, 2000. 250p. (BF637 .C45S76 2000)
- The Successful Communicator*, by Earl Nightingale. Niles, IL: Nightingale-Conant, 1992. Includes: 4 audio cassettes. (CASSETTE PN4121 .N34 1992)
- Swets, Paul W. *The Art of Talking So That People Will Listen: Getting through to Family, Friends, and Business Associates*. New York: Simon & Schuster, 1992. 188pp. (BF637 .C45S87 1983)
- Thomas, Susan G. "Dealing Successfully with Hecklers and Snipers." *Business Horizons* 34 (September-October 1991): 64-67. (Periodical)

Toastmasters International. *Advanced Communication and Leadership Program*. Mission Viejo: Toastmasters International, 1978. 15 vols. (PN4121 .A28 1978 v.1 thru v.15)

- Vol. 1: *The Entertaining Speaker.*
- Vol. 2: *Speaking to Inform.*
- Vol. 3: *Public Relations.*
- Vol. 4: *The Discussion Leader.*
- Vol. 5: *Specialty Speeches.*
- Vol. 7: *The Professional Speaker.*
- Vol. 8: *Technical Presentations.*
- Vol. 9: *Persuasive Speaking.*
- Vol. 10: *Communicating on Television.*
- Vol. 11: *Storytelling.*
- Vol. 12: *Interpretive Reading.*
- Vol. 13: *Interpersonal Communication.*
- Vol. 14: *Special Occasion Speeches.*
- Vol. 15: *Humorously Speaking.*

Toastmasters International. *The Art of Effective Evaluation*, rev. ed. Mission Viejo: Toastmasters International, 1996. 2 vols. in 1 binder. (PN4121 .A78 1996)

Toastmasters International. *The Better Speaker Series*. Mission Viejo: Toastmasters International, 1992. 1 vol. (PN4121 .B44 1992)

Toastmasters International. *Communication and Leadership Program*, rev. ed. Mission Viejo: Toastmasters International, 1999. 88pp. (PN4121 .C66 1999)

Toastmasters International. *Effective Speech Evaluation: Tips and Techniques for Giving Helpful Evaluations*. Mission Viejo: Toastmasters International, 1996. 16pp. (PN4121 .E22 1996)

Toastmasters International. *Gestures: Your Body Speaks: How to Become Skilled in Nonverbal Communication*. Mission Viejo: Toastmasters International, 1996. 32pp. (PN4121 .G27 1996)

Toastmasters International. *Speechcraft*. Mission Viejo: Toastmasters International, 1995. 2 vols. in 1 binder. (PN4121 .S64 1995)

Toastmasters International. *The Successful Club Series*. Mission Viejo: Toastmasters International, 1993. 2 vols. (PN4121 .S93 1993 v.1, v.2)

Toastmasters International. *The Toastmaster*. Rancho Santa Margarita: Toastmasters International. Monthly. Library has September 1993 to date. (Periodical)

Toastmasters International. *Your Speaking Voice: Tips for Adding Strength and Authority to Your Voice*. Mission Viejo: Toastmasters International, 1996. 32pp. (PN4121 .Y68 1996)

Toogood, Granville N. *The Articulate Executive: Learn to Look, Act, and Sound Like a Leader*. New York: McGraw-Hill, 1996. 204pp. (HF5718 .T66 1996)

- Torricelli, Robert G., ed. *Quotations for Public Speakers: A Historical, Literary, and Political Anthology*. New Brunswick: Rutgers University Press, 2001. 302pp. (PN4193 .I5Q68 2001)
- Ukens, Lorraine L. *Energize Your Audience! 75 Quick Activities That Get Them Started—And Keep Them Going*. San Francisco: Jossey-Bass/Pfeiffer, 2000. 209pp. (LC5225 .L42U44 2000)
- US Air Force. "The Tongue." In *The Tongue and Quill*, 93-130. Air Force Handbook 33-337. Washington: US Air Force, 30 June 1997. 296pp. (PN187 .T66 1997)
- Verbal Communication: The Power of Words*, rev. ed. Carlsbad: CRM Films, 1992. Includes: 1 leader's guide and 1 videocassette, 29 min. (VIDEO P90 .V428 1992)
- Verderber, Rudolph F. *The Challenge of Effective Speaking*, 10th ed. Belmont: Wadsworth, 1997. 488pp. (PN4121 .V47 1997)
- Walters, Lilly. *Secrets of Successful Speakers: How You Can Motivate, Captivate, and Persuade*. New York: McGraw-Hill, 1993. 216pp. (PN4121 .W327 1993)
- Wilder, Lilyan. *7 Steps to Fearless Speaking*. New York: Wiley, 1999. 227pp. (PN4121 .W55 1999)
- Wilson, Andrew B. "Ache for the Impact: Four Steps to Powerful Oratory." *Vital Speeches of the Day* 62 (1 May 1996): 447-48. (Periodical)
- Wilson, John F., Carroll C. Arnold, and Molly M. Wertheimer. *Public Speaking as a Liberal Art*, 6th ed. Boston: Allyn and Bacon, 1990. 457pp. (PN4121 .W46 1990)
- Woodall, Marian K. *Thinking on Your Feet: How to Communicate Under Pressure*. Lake Oswego: Professional Business Communications, 1996. 109pp. (HF5718 .W65 1996)
- Youga, Janet M. *The Elements of Audience Analysis*. New York: Macmillan, 1989. 110pp. (PE1429 .Y68 1989)

CRITICAL THINKING AND RESEARCH METHODS

- Barnet, Sylvan, and Hugo Bedau, eds. *Critical Thinking, Reading, and Writing: A Brief Guide to Argument*, 4th ed. Boston: Bedford/St. Martin's, 2002. 526pp. (PE1431 .C63 2002)
- Becoming Critical Thinkers*, by Stephen D. Brookfield. San Francisco: Jossey-Bass, 1991. Includes: 2 audio cassettes. (CASSETTE BF441 .B65 1991)**
- Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995. 294pp. (Q180.55 .M4B66 1995)

- Browne, M. Neil, and Stuart M. Keeley. *Asking the Right Questions: A Guide to Critical Thinking*, 6th ed. Upper Saddle River, NJ: Prentice Hall, 2001. 221pp. (PN83 .B65 2001)
- Cederblom, Jerry, and David W. Paulsen. *Critical Reasoning: Understanding and Criticizing Arguments and Theories*, 3rd ed. Belmont: Wadsworth, 1991. 416pp. (BC177 .C4 1991)
- Chaffee, John. *Thinking Critically*, 4th ed. Boston: Houghton Mifflin, 1994. 642pp. (B105 .T54C42 1994)
- Cogan, Robert. *Critical Thinking: Step by Step*. Lanham: University Press of America, 1998. 381pp. (BC177 .C64 1998)
- Creswell, John W. *Qualitative Inquiry and Research Design: Choosing among Five Traditions*. Thousand Oaks: Sage, 1998. 403pp. (H61 .C62 1998)
- Denzin, Norman K., and Yvonna S. Lincoln, eds. *Collecting and Interpreting Qualitative Materials*. Thousand Oaks: Sage, 1998. 462pp. (H62 .C54 1998)
- Halpern, Diane F. *Thought and Knowledge: An Introduction to Critical Thinking*, 3rd ed. Mahwah, NJ: Erlbaum, 1996. 430pp. (BF441 .H25 1996)
- Hughes, William. *Critical Thinking: An Introduction to the Basic Skills*, 2d ed. Orchard Park, NY: Broadview Press, 1996. 328pp. (BC177 .H83 1996)
- Johnson, Janet B., and Richard A. Joslyn. *Political Science Research Methods*, 2d ed. Washington: CQ Press, 1991. 407pp. (JA73 .J64 1991)
- Judd, Charles M., Eliot R. Smith, and Louise H. Kidder. *Research Methods in Social Relations*, 6th ed. Fort Worth: Harcourt, Brace, Jovanovich, 1991. 573pp. (H62 .K473 1991)
- Lang, Gerhard, and George D. Heiss. *A Practical Guide to Research Methods*, 4th ed. Lanham: University Press of America, 1991. 197pp. (Q180.55 .M4L36 1991)
- Makau, Josina M. *Reasoning and Communication: Thinking Critically about Arguments*. Belmont: Wadsworth, 1990. 251pp. (BC177 .M353 1990)
- Martinez-Pons, Manuel. *Statistics in Modern Research: Applications in the Social Sciences and Education*. Lanham: University Press of America, 1999. 217pp. (H62 .M27 1999)
- Newman, Isadore, and Carolyn R. Benz. *Qualitative-Quantitative Research Methodology*. Carbondale: Southern Illinois University Press, 1998. 218pp. (Q180.55 .M4N49 1998)
- Patton, Michael Q. *Qualitative Evaluation and Research Methods*, 2d ed. Newbury Park, CA: Sage, 1990. 532pp. (H62 .P38 1990)

- Paul, Richard. *Critical Thinking: What Every Person Needs to Survive in a Rapidly Changing World*, rev. 3rd ed., ed. Jane Willsen and A.J.A. Binker. Santa Rose: Foundation for Critical Thinking, 1993. 505pp. (BF441 .P38 1993)
- Paul, Richard, and Linda Elder. *Critical Thinking: Tools for Taking Charge of Your Learning and Your Life*. Upper Saddle River, NJ: Prentice Hall, 2001. 428pp. (BF441 .P382 2001)
- Paul, Richard, and Linda Elder. *A Miniature Guide for Students on How to Study & Learn a Discipline Using Critical Thinking Concepts & Tools*. Dillon Beach: Foundation for Critical Thinking, 2001. 48pp. (BF441 .P383 2001)
- Rijlaarsdam, Gert, Huub van den Bergh, and Michel Couzijn, eds. *Theories, Models and Methodology in Writing Research*. Amsterdam: Amsterdam University Press, 1996. 558pp. (P302 .T47 1996)
- Ruchlis, Hyman. *Clear Thinking: A Practical Introduction*. Buffalo: Prometheus Books, 1990. 271pp. (BF441 .R78 1990)
- Rudinow, Joel, and Vincent E. Barry. *Invitation to Critical Thinking*, 3rd ed. Fort Worth: Harcourt Brace, 1994. 542pp. (BC177 .B35 1994)
- Ruggiero, Vincent R. *Beyond Feelings: A Guide to Critical Thinking*, 4th ed. Mountain View: Mayfield, 1995. 233pp. (BF441 .R85 1995)
- Siegel, Harvey. *Educating Reason: Rationality, Critical Thinking, and Education*. New York: Routledge, 1988. 191pp. (LA217 .S52 1988)
- Smagorinsky, Peter, ed. *Speaking about Writing: Reflections on Research Methodology*. Thousand Oaks: Sage, 1994. 307pp. (P301 .S59 1994)
- Sommer, Barbara, and Robert Sommer. *A Practical Guide to Behavioral Research: Tools and Techniques*, 3rd ed. New York: Oxford University Press, 1991. 362pp. (BF76.5 .S65 1991)
- Stice, James E. *Developing Critical Thinking and Problem-solving Abilities*. San Francisco: Jossey-Bass, 1987. 115pp. (LB1025.2 .N45 no.30)
- Thomas, R. Murray. *Conducting Educational Research: A Comparative View*. Westport: Bergin & Garvey, 1998. 384pp. (LB1028 .T35 1998)
- Walters, Kerry S., ed. *Re-Thinking Reason: New Perspectives in Critical Thinking*. Albany: State University of New York Press, 1994. 265pp. (LB2390.35 .R4 1994)
- Zechmeister, Eugene B., and James E. Johnson. *Critical Thinking: A Functional Approach*. Pacific Grove: Brooks/Cole, 1992. 309pp. (BF441 .Z43 1992)